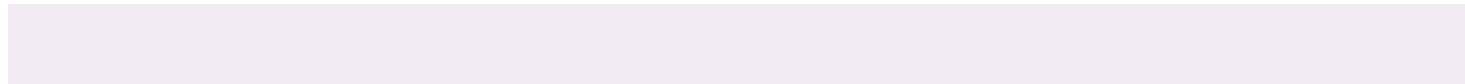


Laura's Capacity | April 22 - May 17

MEETINGS			HIGH PRIORITY		OTHER	
Monday	2.25 hours		3 hours		0.5 Hour	
DUE						
Notes	Working 5.5 hours, AT CAPACITY					
22	1.25 hours	1:1- Shannon/Laura	2.0 hours	Intern Project	0.5 hour	FREE
	1.0 hours	Intern Project Discussion	0.5 hour	DCL June ed cal		
			0.5 hour	IP June ed cal		
Tuesday	2.5 hours		4.0 hours		2.5 hours	
DUE	DCL The Agency Request: Employer Profile - Copy					
Notes	Working 9 hours, AT CAPACITY					
23	1.0 hour	2:2- Matt/Jaron	2.0 hours	Intern Project	0.5 hour	Daily Update
	1.0 hour	DCL Marketing Huddle	1.0 hour	DCL June ed cal	1.0 hour	E-mail
	0.5 hour	PEP Talk	1.0 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
Wednesday	2.5 hours		4.0 hours		2 hours	
DUE						
Notes	Working 8.5 hours, AT CAPACITY					
24	1.0 hour	Marketing Team Meeting	2.0 hours	Intern Project	0.5 hour	Daily Update
	1.0 hour	#PodSquad	1.0 hour	DCL June ed cal	1.0 hour	E-mail
	0.5 hour	Touch Base - Lisa/Laura	1.0 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
					0.5 hour	FREE
Thursday	2.0 hours		4.0 hours		1.5 hours	
DUE						
Notes	Working 8.5 hours, AT CAPACITY					
25	1.0 hour	Comms Intern/Coordinator Meetin	2.0 hours	Intern Project	0.5 hour	Daily Update
	1.0 hour	Social Newsroom	1.0 hour	DCL June ed cal	1.0 hour	E-mail
			1.0 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
					0.5 hour	FREE
Friday	n/a		4.0 hours		4 hours	
DUE						
Notes	Working 8 hours					
26			2.0 hours	Intern Project	0.5 hour	Daily Update
			1.0 hour	DCL June ed cal	1.0 hour	E-mail
			1.0 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
					2.0 hour	FREE



MEETINGS			HIGH PRIORITY		OTHER	
Monday	1.75 hours		4.0 hours		2.0 hours	
DUE						
Notes	Working 8.0 hours, AT CAPACITY					
29	1.25 hours	1:1- Shannon/Laura	2.0 hours	Intern Project	0.5 hour	Daily Update
	0.5 hour	DCL IG Post	1.0 hour	DCL June ed cal	1.0 hour	E-mail
			1.0 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
Tuesday	3.0 hours		4.0 hours		2.0 hours	
DUE						
Notes	Working 9.0 hours, AT CAPACITY					
30	1.0 hour	2:2- Matt/Jaron	2.0 hours	Intern Project	0.5 hour	Daily Update
	1.0 hour	Comms Team Meeting	1.0 hour	DCL June ed cal	1.0 hour	E-mail
	1.0 hour	DCL Marketing Huddle	0.5 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
Wednesday	1.0 hours		5.0 hours		2.0 hours	
DUE						
Notes	Working 8.0 hours, AT CAPACITY					
1	1.0 hour	#PodSquad	2.0 hours	Intern Project	0.5 hour	Daily Update
			1.0 hour	DCL June ed cal	1.0 hour	E-mail
			1.0 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
			1.0 hour	DE June Ed Cal		
Thursday	2.0 hours		5.0 hours		2.0 hours	
DUE						
Notes	Working 9.0 hours, AT CAPACITY					
2	1.0 hour	Comms Intern/Coordinator Meetin	2.0 hours	Intern Project	0.5 hour	Daily Update
	1.0 hour	Social Newsroom	1.0 hour	DCL June ed cal	1.0 hour	E-mail
			1.0 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
			1.0 hour	DE June Ed Cal		
Friday	n/a		4.5 hours		1.50 hours	
DUE						
Notes	Working 6.0 hours, AT CAPACITY					
3			2.0 hours	Intern Project	0.5 hour	Daily Update
			1.0 hour	DCL June ed cal	0.5 hour	E-mail
			0.5 hour	IP June ed cal	0.5 hour	(2) 15-min breaks
			1.0 hour	DE June Ed Cal		

MEETINGS			HIGH PRIORITY		OTHER	
Monday	2.25 hours		3.75 hours		2.0 hours	
DUE	Intern Project Presentation, Ed Cals due to Comms Lead for review					
Notes	Working 8.0 hours, AT CAPACITY					
6	1.25 hours	1:1- Shannon/Laura	3.75 hours	Intern Project	0.5 hour	Daily Update
	1.0 hours	Intern Project Presentation			1.0 hour	E-mail
					0.5 hour	(2) 15-min breaks
Tuesday	2.0 hours		4.5 hours		1.5 hours	
DUE						
Notes	Working 8.0 hours, AT CAPACITY					
7	1.0 hour	2:2- Matt/Jaron	2.0 hours	Ed cal edits	0.5 hour	Daily Update
	1.0 hour	Comms Team Meeting	1.5 hours	Monthly reports	1.0 hour	E-mail
			1.0 hours	YouTube Video List Updates	0.5 hour	(2) 15-min breaks
Wednesday	2.5 hours		3.5 hours		2.0 hours	
DUE						
Notes	Working 8.0 hours, AT CAPACITY					
8	1.0 hour	#PodSquad	1.0 hour	Ed cal edits	0.5 hour	Daily Update
	1.5 hours	Quarterly Financial Results	1.5 hours	Monthly reports	1.0 hour	E-mail
			1.0 hours	YouTube Video List Updates	0.5 hour	(2) 15-min breaks
Thursday	2.0 hours		3.5 hours		2.0 hours	
DUE	Ed cals due to AM for review					
Notes	Working 8.0 hours, AT CAPACITY					
9	1.0 hour	Comms Intern/Coordinator Meeting	1.0 hour	Ed cal edits	0.5 hour	Daily Update
	1.0 hour	Social Newsroom	2.0 hours	Monthly reports	1.0 hour	E-mail
			1.0 hours	YouTube Video List Updates	0.5 hour	(2) 15-min breaks
Friday	n/a		4.0 hours		4 hours	
DUE	FY19 Q3 DCL YouTube Video List Updates					
Notes	Working 8.0 hours					
10			1.0 hour	Ed cal edits	0.5 hour	Daily Update
			2.0 hours	Monthly reports	1.0 hour	E-mail
			1.0 hours	YouTube Video List Updates	0.5 hour	(2) 15-min breaks
					2 hours	FREE



MEETINGS			HIGH PRIORITY		OTHER	
Monday	1.25 hours		4.0 hours		2.25 hours	
DUE						
Notes	Working 8.0 hours					
13	1.25 hours	1:1- Shannon/Laura	2.0 hours	Ed cal edits	0.5 hour	Daily Update
			2.0 hours	Monthly reports	1.0 hour	E-mail
					1.25 hours	FREE
Tuesday	2.0 hours		4.0 hours		2 hours	
DUE						
Notes	Working 8.0 hours, AT CAPACITY					
14	1.0 hour	2:2- Matt/Jaron	2.0 hours	Ed cal edits	0.5 hour	Daily Update
	1.0 hour	Comms Team Meeting	2.0 hours	Monthly reports	1.0 hour	E-mail
					0.5 hour	(2) 15-min breaks
Wednesday	1.0 hour		3.0 hours		4 hours	
DUE	Ed cals due to Client for review					
Notes	Working 8.0 hours					
15	1.0 hour	#PodSquad	1.0 hour	DCL July ed cal curation	0.5 hour	Daily Update
			1.0 hour	IP July ed cal curation	1.0 hour	E-mail
			1.0 hours	Monthly reports	0.5 hour	(2) 15-min breaks
					2 hours	FREE
Thursday	2.0 hours		4.0 hours		2 hours	
DUE						
Notes	Working 8.0 hours, AT CAPACITY					
16	1.0 hour	Comms Intern/Coordinator	2.0 hour	DCL July ed cal curation	0.5 hour	Daily Update
	1.0 hour	Social Newsroom	2.0 hour	IP July ed cal curation	1.0 hour	E-mail
					0.5 hour	(2) 15-min breaks
Friday	n/a		4.0 hours		4 hours	
DUE						
Notes	Working 8.0 hours					
17			2.0 hour	DCL July ed cal curation	0.5 hour	Daily Update
			2.0 hour	IP July ed cal curation	1.0 hour	E-mail
					0.5 hour	(2) 15-min breaks
					2 hours	FREE